



**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9225  
FAX: (916) 323-1756



May 1, 2008

Craig Buehler, Bureau Chief  
California Department of Justice  
1102 Q Street, 6<sup>th</sup> Floor  
Sacramento, CA 95824

Dear Chief Buehler:

Enclosed is the Request for Application (RFA) for the High Technology Theft Apprehension and Prosecution Program (HTTAP) - High Technology Crime Intelligence Database Project. This funding opportunity is only available to the State of California, Department of Justice. The funding is intended to assist in the support for the identification and tracking of high technology crime and identity theft crime intelligence information. Funding priority should focus on support and maintenance of the High Technology Crime Intelligence Database system (CAL JRIES).

The deadline for submitting the application is **Monday, June 2, 2008. The application must be postmarked by Monday, June 2, 2008, or hand delivered to this office by 5:00 p.m. on the same day.** To receive funding, please complete the enclosed application and return it to:

Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, California 95655  
Attention: High Technology Database RFA  
Crime Suppression Section

It is anticipated that \$54,000 will be allocated for this project for the 12-month grant period July 1, 2008 through June 30, 2009. All HTTAP projects are required to include a 25 percent match on funds allocated (\$13,500), for a total project budget of \$67,500.

If you have any questions regarding this application, please contact Ann Saldubehere, Program Specialist, at [Ann.Saldubehere@oes.ca.gov](mailto:Ann.Saldubehere@oes.ca.gov) or telephone at (916) 324-9225.

Sincerely,

A handwritten signature in black ink, appearing to read 'Stacy Mason-Vegna'.

STACY MASON-VEGNA, Chief  
Crime Suppression Section

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY CRIME INTELLIGENCE DATABASE PROJECT  
REQUEST FOR APPLICATION**

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**III. [FORMS](#)** - Click (FORMS) to get the required forms listed below, **or** go to [www.oes.ca.gov](http://www.oes.ca.gov) and select *Recipient Handbook* **or** paste the following link into your browser:  
**[www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm](http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm)**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY CRIME INTELLIGENCE DATABASE PROJECT  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Recipient Handbooks."

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Ann Saldubehere, Program Specialist  
Phone: (916) 324-9225  
Fax: (916) 323-1756  
E-Mail: [ann.saldubehere@oes.ca.gov](mailto:ann.saldubehere@oes.ca.gov)

**C. APPLICATION DUE DATE AND SUBMISSION OPTIONS**

***One original and one copy*** of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by Monday, June 2, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: HIGH TECHNOLOGY CRIME INTELLIGENCE DATABASE PROJECT  
Crime Suppression Section

2. Hand delivered by **5:00 p.m. on Monday, June 2, 2008** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: HIGH TECHNOLOGY CRIME INTELLIGENCE DATABASE PROJECT  
Crime Suppression Section

#### **D. ELIGIBILITY**

The State of California, Department of Justice (DOJ), is eligible to submit an application for this project in accordance with the HTTAP Program.

The DOJ, having been previously awarded funds authorized under the High Technology Theft Apprehension and Prosecution Program, upon reapplication for funds to the High Technology Crime Advisory Committee, shall submit an accounting with defining criteria to include, but not limited to the following outlined items:

- The funds received and expended in the prior year.
- The use, to which those funds were put, including payment of salaries and expenses, purchases of equipment and supplies, and other expenditures by type.
- The number of crime cases entered into the Database during fiscal year 08/09. The number of high technology and identity theft crime cases investigated with the assistance of the Database in fiscal year 08/09.
- The number of arrests and convictions that were a result of the Database intelligence information during fiscal year 08/09.
- The number of victims entered into the Database in fiscal year 08/09.

#### **E. FUNDS**

Funding for the projects of the High Technology Theft Apprehension and Prosecution Program is derived from state general funds, transferred to the High Technology Theft Apprehension and Prosecution Program Trust Fund. The funding cycle is for one year beginning July 1, 2008 and ending June 30, 2009.

##### Match Requirement

There is a 25 percent cash or in-kind match for this program based on funds allocated to the project.

#### **F. PROGRAM INFORMATION**

The purpose of this RFA is to provide funding for the statewide High Technology Crime Intelligence Database system to assist the regional High Technology Task Forces and Identity Theft Units of the HTTAP Program with the investigation and prosecution of high technology and identity theft related criminal cases.

The goal of this project includes the ability to effectively support high technology crime investigations throughout the State of California. The High Technology Crime Intelligence Database project, via the CAL JRIES system, is intended to assist local, state, and federal law enforcement agencies within the five regional task forces that comprise the California High Technology Crimes Task Force.

CAL JRIES has two main components; a web portal for storing information (documents, photos, tips and leads information and highly secure information sharing working environments using Microsoft's Groove Virtual Office™.

The system will maintain and provide information to assist in criminal investigations and other related law enforcement operational needs to successfully combat high technology and identity theft crimes and provide a safer and secure California.

Funds allocated for this project are intended to provide for the continued operation of the CAL JRIES system which will assist in the identification and tracking of individuals related to high technology and identity theft crimes, to provide for maintenance of connectivity to the task force and identity theft unit end users, and to support regional operations through database funding, equipment, and technical support.

The primary intent in providing these grant funds to DOJ is to ensure the High Technology Crime Intelligence Database system is available and utilized by members of the California High Technology Crimes Task Force and associated Identity Theft Units to its full potential. Additionally, funds provided will assist with the purchase and maintenance of necessary and emergency equipment, and other necessary operational tools and services, for DOJ and the HTTAP Program grant recipients throughout the state.

**1. State Mandated Program Requirements:**

In order to qualify for the receipt of funds, the applicant shall address the following program elements that provide support in the maintenance and continued operation of the statewide high technology crime intelligence database.

- a. The application shall set forth, in detail, the proposed use of the funds.
- b. The project shall be devoted to maintaining intelligence information within the statewide High Technology Crime Intelligence Database system to assist with the investigation and prosecution of high technology and identity theft related crimes.
- c. The High Technology Crime Intelligence Database project director, or designated employee that assists with the development and deployment of the Database, is encouraged to attend High Technology Crime and Identity Theft Investigator training to better familiarize the project with the needs of investigators and prosecutors who will utilize the information contained within the database.
- d. The DOJ project, having been awarded funds authorized under the HTTAP Program during previous grant-funding cycles, shall include in the reapplication a narrative that details the accounting of funds received and expended in the prior grant period. At a minimum, the accounting information from the previous cycle shall include:
  - 1) The amount of funds received and expended.
  - 2) The use to which those funds were expended, including payment of salaries and benefits, purchase of equipment and supplies, and other expenditures by type.
  - 3) The number and types of intelligence information contained within the Database that are a result from expenditure of the funds.
- e. The project will provide representatives with sufficient working knowledge and authority to attend and participate in the quarterly High Technology Crime Intelligence Database Sub-committee meetings on an as-needed basis and High Technology Crime Advisory Committee quarterly meetings.

## 2. **Administrative Requirements:**

### a. Recipient Handbook.

The *Recipient Handbook* contains administrative information and requirements necessary to implement the project. Projects must administer grants in accordance with the *Recipient Handbook* requirements in effect at the time of grant award agreement. Failure to comply with these requirements can result in the withholding or termination of the grant award. The most current edition of the *Recipient Handbook* can be accessed at the website [www.oes.ca.gov](http://www.oes.ca.gov) by selecting “*Recipient Handbooks*.”

### b. Memorandums of Understanding and Operational Agreements.

Due to the nature of multi-jurisdictional operational units, memorandums of understandings (MOUs) or operational agreements (OAs) are required. The applicant must submit current MOUs/OAs with this application. MOUs/OAs must be dated and contain the original signatures, titles and agency names, and contact information for both parties. They must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the application must show to be effective for the proposed grant period.

Once the applicant is in grant award agreement, the addition or deletion of an agency from the operation alters the organization and activities of the project as a whole and requires a modification to the grant award agreement. The grantee must submit a Grant Award Modification Form 223, and attach the MOU/OA or documents that support the dissolution of the previously entered MOU/OA, and amended project narrative or an addendum to the project narrative. If the new agency will have operating or equipment expenses attributed to it, or if the removed agency had operating or equipment expenses attributed to it, an updated budget narrative and updated budget pages must also be submitted.

### c. Progress Reports and Data Collection.

Funded projects are required to participate in data collection and to submit reports required by the program. A 90-day status report detailing the activities during the implementation period is required for any projects in which this is the first year of grant funding under the HTTAP Program. The 90-day status report is waived for all projects that have previously received HTTAP funding and are continuing their project. Additionally, all projects will submit a six-month progress report covering the first six months, and a final progress report, which covers the entire 12-month period. Progress reports are due 30 days after the end of each reporting period.

### d. Property Accountability.

At a minimum, the accountability of maintenance, loss/replacement, and transfer of equipment purchased through grant funds will follow §2350-2380 of the *Recipient Handbook*. Implementing agencies should address the disposition of equipment in MOU/OAs if equipment is purchased jointly.

### e. Source Documents.

Applicants are reminded that source documentation must be maintained for 3 years from the conclusion of the grant award period.

### 3. **Program Goals:**

The applicant shall address and provide expected projections for each of the following minimum goals established for the High Technology Crime Intelligence Database Project:

- a. To provide a secure high technology crime intelligence database to assist California law enforcement with investigative and prosecutorial efforts of high technology and identity theft related criminal cases.
- b. To develop and provide training for task force and identity theft unit personnel to utilize the high technology crime database to its fullest potential.
- c. The project will provide representatives with sufficient working knowledge and authority to attend and participate in the quarterly High Technology Crime Intelligence Database Sub-committee meetings and High Technology Crime Advisory Committee meetings.

### 4. **Source Documentation:**

The applicant, when approved for funding, is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the grant award agreement. Information includes, but is not limited to the following:

- The number of crime cases entered into the Database during the fiscal year.
- The number of crime cases investigated as a result of information obtained from the Database.
- The number of victims entered into the Database during the fiscal year. (Counting each victim once for each case number, whether victimized once or multiple times by the suspect in the individual case.)
- The number of arrests obtained as a result of information obtained from the Database.
- The number of convictions obtained as a result of information obtained from the Database. (Defined as a defendant(s) in one case convicted of one or more charges. If more than one defendant on one case, each defendant that is convicted will be reported.)
- The amount of funds received and expended; and
- The use to which those funds were put, including payment of salaries and expenses, purchase of equipment and supplies, and other expenditures by type.

Grant-related case files and an automated record tracking system should be maintained at the location where the grant activities occur.

Projects must have on file written job-specific descriptions for all positions funded by a grant (§2120 *Recipient Handbook*). These job descriptions must detail specific grant-related project positions and activities, e.g., project staff, investigator, prosecutor, forensic computer analyst, etc. Where applicable, job descriptions will also include a statement addressing what position will be responsible for tracking project activities and maintenance of source documentation that supports data reported on progress reports.



## 5. **Mandated Program Reports:**

OES is obliged to ensure that funds received in support of this program are used effectively and efficiently. In order to receive funding under this state authorized program, state and local participants who received HTTAP funds must collect and maintain statistics to be used in the OES semi-annual progress report, the final progress report, and the Annual Report of the High Technology Crime Advisory Committee.

In addition to the above progress reports, all grant recipients are required to provide quarterly reports, via the OES High Technology Crime Program Specialist, to the High Technology Crime Advisory Committee for each fiscal year of funding.

- **High Technology Crime Advisory Committee (HTCAC) Quarterly Report Form:** Report to be completed and e-mailed to the High Technology Crime Grant Specialist as directed to distribution to members of the HTCAC and HTTAP Program project directors 15 (fifteen) days prior to the next scheduled HTCAC meeting. Report will cover 3 (three) months of operation:

July/August/September – Due October 31, 2008

Oct/Nov/Dec – Due Jan 30, 2009

Jan/Feb/March – Due April 30, 2009

April/May/June – Due July 31, 2009

- **HTCAC Annual Report Form:** This report is to be completed and e-mailed to the High Technology Crime Grant Specialist as directed for distribution to members of the HTCAC and HTTAP Program project directors 15 days prior to the next scheduled HTCAC meeting. The Report will cover the twelve-months of operation for fiscal year 2008/009 funding.

## G. **PREPARING AN APPLICATION**

Part IV - Forms includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the eight required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance
- Signature Authorization and Instructions;
- Project Narrative;
- Budget Narrative and the Project Budget (OES A303a-c);
- Application Appendix (refer to Part II, C.).

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**HIGH TECHNOLOGY CRIME INTELLIGENCE DATABASE PROJECT**

**REQUEST FOR APPLICATION**

**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to OES standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the OES pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

**1. Problem Statement**

The problem statement was identified in the previous year funding application. The problem statement can be summarized in one to two sentences. If necessary, update the target area, populations and/or crime trend statistics.

**2. Plan and Implementation**

**Plan:** The plan was presented in the previous year. The applicant shall carryover the goals, objectives, and activities from last year's plan and through the objectives and activities as listed below.

**Implementation:** The applicant's ability to implement the plan was presented in the previous year funding application. No additional information is required with this application.

**Objectives and Activities:**

This section of the application describes the goals for each component of the High Technology Crime Intelligence Database Project. Under each objective, describe the activities that will be implemented by the project and the projected results that will be achieved during the 12-month grant award period. Objectives and activities implemented for this grant award period must be comprehensive, measurable, and realistic. At a minimum, the following must be included:

**Objective #1:** To Coordinate with California High Technology Task Forces and Identity Theft Units.

Maintaining cooperative working partnerships in a statewide intelligence information system requires regular communications. Coordination among collaborative task forces and identity theft units to implement consistent and compatible data is necessary to share information and ensure the desired system development and outcomes are designed and implemented.

Narrative: Describe the efforts and role DOJ anticipates to utilize to accomplish continued communications between the five regional high technology task forces and five regional identity theft units that comprise the High Technology Theft Apprehension and Prosecution Program.

Coordination will be measured by the following activities:

- 1.a. Provide a narrative of coordination and communications.
- 1.b. Provide the number of High Technology Crime Advisory Committee Meetings proposed/attended by the grantee.
- 1.c. Submit established Memorandums of Understanding (MOU) between the DOJ and Regional task force and identity theft units.
- 1.d. Provide date each MOU was submitted by each regional task force/identity theft unit to DOJ.
  - 1) Marin County District Attorney's Office
  - 2) Sacramento County Sheriff's Department
  - 3) Santa Clara County District Attorney's Office
  - 4) Los Angeles County Sheriff's Department
  - 5) San Diego County District Attorney's Office

**Objective #2:** Utilization of the CAL JRIES Database system by all members of the HTTAP Program.

To increase the effectiveness and utilization of the CAL JRIES system, all regional task forces and identity theft units should be trained and capable of utilizing the CAL JRIES system.

Narrative: Describe current accessibility and end user operations of the CAL JRIES system by the five regional high technology crime task forces and identity theft units. Describe training available to assist with the utilization of the CAL JRIES system.

Utilization of the CAL JRIES system will be measured by the following activities:

- 2.a. Provide the number of law enforcement agencies, which are authorized to use the CAL JRIES system to date.
- 2.b. Provide a narrative summary of any and all outreach, training, presentations, etc. proposed by DOJ to increase the utilization of the CAL JRIES system.

**Objective #3:** System Use Analysis

The CAL JRIES System Project will provide supplementary system use analysis information.

Narrative: Provide information defining and describing a transactional inquiry. Include the number of transactional inquiries to the CAL JRIES System.

System use information analysis will be measured by the following activities:

- 3.a. Number of transactional inquiries made to the CAL JRIES system.
- 3.b. Percentage of change (increase or decrease) of transactional inquiries between reporting periods (i.e., date of grant award to final progress report).
- 3.c. Number of high technology and identity theft cases currently in the High Technology Crimes Intelligence Database system.
- 3.d. Number of high technology and identity theft crime-related suspects or associates currently in the High Technology Crimes Intelligence Database system.

**Objective #4:** Ensure maintenance of connectivity to the regional task force and identity theft unit end users.

The continued connectivity and functionality of all regional task forces and identity theft units, and their associated activities, is essential for the overall success of the CAL JRIES project. Without a fully functioning and supportive database, end users cannot utilize the CAL JRIES system to its full potential.

Narrative: Describe what support will be provided to regional task forces and identity theft units through funding, equipment, and technical support. Describe the prioritization of expenditures to support end users via the regional task forces and identity theft units including equipment and technical support, support costs at the DOJ, and equipment purchases. Address any regional task force and/or identity theft unit connectivity issues to include training or other related needs. Provide a detailed time-line for all proposed equipment, activities, or support.

Maintenance and connectivity of regional task forces and identity theft units will be measured by the following activities:

- 4.a. Describe your ability to provide necessary equipment and support to the CAL JRIES system at DOJ.
- 4.b. Describe your ability to provide emergency system equipment and support to DOJ and the regional task forces and identity theft units.
- 4.c. Describe your ability to provide technical support to the regional task forces and identity theft units.
- 4.d. Describe your ability to provide system maintenance equipment to the regional task forces and identity theft units.

**Objective #5:** Intelligence Information Analysis

The CAL JRIES system will maintain and provide high technology and identity theft criminal intelligence information analysis.

Narrative: Provide detailed information for the high technology and identity theft criminal intelligence information analysis to include the identification and tracking of individuals

responsible for high technology and identity theft related crimes and the number of identified individuals within the system. Provide additional information relating to the ability of the CAL JRIES system to provide law enforcement intelligence information to assist in an arrest or conviction.

Crime intelligence information analysis will be measured by the following activities:

- 5.a. Number of individuals responsible or associated to high technology and identity theft related crimes maintained within the CAL JRIES system.
- 5.b. Narrative information as to criminal cases in which the CAL JRIES system provided intelligence information to assist in an arrest and/or conviction.

## **B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program, ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov). Select "*Recipient Handbooks*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

### **1. Budget Narrative**

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment. This does not take the place of the brief justification required in the line item budget.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is an Excel Workbook in “Forms” ([FORMS](#)) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the amount of each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition and round off the nearest whole dollar. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

### **a. Personal Services – Salaries/Employee Benefits (OES A303a):**

#### 1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

#### 2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

**b. Operating Expenses (OES A303b):**

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

**c. Equipment (OES A303c):**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPLICATION APPENDIX**

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- Operational Agreements: *OAs must contain original signatures, titles, and agency names for both parties and include dates effective for the proposed grant period.* This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. A sample OA is provided in “Forms” ([FORMS](#)).
- Project Summary
- Organizational Chart
- Noncompetitive Bid Request Checklist (if applicable)
- Out of State Travel Request, OES 700 (if applicable)
- Computer and Automated Systems Purchase Justification Guidelines (if applicable)